



Brixworth Parish Council

2021/2022 Min 21/514/MC – 21/524/MC

Media and Communications Committee

Minutes of the meeting of the Media & Communications Committee held on Wednesday 20th April 2022 at 7.30pm

In Attendance: Councillor Elaine Coe (Chair of Committee), Councillor Barbara Lunnon, Councillor Sandra Moxon & Councillor Christine Ware.

Apologies: Councillor Jackie Bird

Absent: None

Also Present: Ruth Gasson (Parish Clerk) Gavin Kirkup (Admin Assistant)

Members of the Public: None

22/514MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting.

22/515MC Apologies for Absence

Councillor Jackie Bird – Holiday

It was **RESOLVED** to accept these apologies.

22/516MC Declarations of Interest

None declared.

22/517MC Minutes of the last meeting (9th March 2022)

The minutes of the previous meeting held on 9th March 2022 were agreed as a true and accurate record. Prop. Cllr. Lunnon Sec, Ware, Abs. Cllr. Moxon.

22/518MC Actions Arising

None outstanding.

22/519MC Brixworth Bulletin

Feedback and plans for next edition. Submission deadline date: 10th May 2022.

22/520MC Brixworth Bulletin - Posting Plan – Review

Focus on the following articles for the next edition:

- Page 1 Chairmans Chat to mention playground opening, MUGA and Community Hall. Photo of Cllr Moxon and little girl who opened play area. **Action:** Cllr. Moxon.



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Members of the Media & Communications Committee

*Councillor Elaine Coe (Chairman), Councillor Barbara Lunnon (Vice Chair)
Councillor Jackie Bird, Councillor Sandra Moxon & Councillor Christine Ware*



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- Page 2 Photos from Community Hall – Cllr. Moxon has spoken to Matthew from Form Five to arrange more photos with Cllr. Bird and Cllr. Mitchell. Needs to be completed prior to deadline. **Action:** Cllr. Moxon.
- Page 2 Opening of the hall.
- Page 2 BCAG Brixworth Climate Action Group.
- Page 3 Grants – Jubilee – Jubilee Tree – Community Safety – Open water swimming/summer safety. Speed/ Crime data. **Action:** Gavin supply data to Cllr. Coe.
- **Action:** Appeal for someone the same age of as the queen carried forward next addition.
- Page 4: Article re Clerk/Admin Assist/Dates.
- Update all Cllrs photos and take a group shot at the Annual Parish Meeting 19th May, 2022. **Action:** Cllr. Coe to contact Ian Topman.

22/521MC Items referred from the Parish Council.

Photos / Police and Cllrs.

Admin Assistant advised that this had been chased.

22/522MC Admin Assistant General Update

Brand and Comms Guidelines

Admin Assistant advised that the Brand and Comms and Social Media Guidelines have been created, they will be sent to the whole Committee tomorrow. The Committee will give feedback prior to the next Media & Comms 18th May, 2022, ready to go to full Council 26th May for approval.

Action: Admin Assistant /Committee.

22/523MC Any other business (Items to be notified to the Chairman before the meeting)

Discussions around devolving powers of authorisation to Clerk /Admin Assistant to share WNC posts post on the website. Included in the new guidelines.

Ukrainian Refugee Teams Meeting for Clerks. Action: Clerk to look at Chat.

22/524MC Date of Next Meetings

Wednesday 27th April 2022, Brixworth Bulletin editorial meeting. (Cllr. Coe, Cllr. Ware & Cllr Moxon.)

Wednesday 18th May 2022, at 7.30pm to be held at the Library and Community Centre.

The meeting closed at 20.34pm



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